Managing Assistants

The My Info page is accessible to all users in FDM. Use My Info to review and/or update your contact information, and your associated reviewers, assistants and filers.

Adding and Removing Assistants

Assistants perform administrative functions in FDM for the FDM user who selected them. A Filer, Supervisor and Senior Legal Counsel can have an assistant in FDM to facilitate the financial disclosure reporting process within FDM. You can add as many assistants as you need in FDM.

Adding a New Assistant to FDM

1. Select **My Info | My Assistants**.
2. Click **Add Assistant** in the appropriate section.

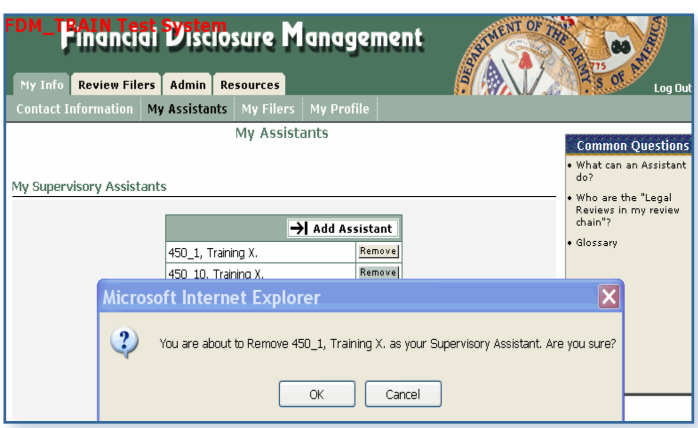
Note: The Add an Assistant search, searches within the Global Directory Service.

3. Enter at least three letters of the Last, First and/or Middle name and click **Search.** Any matching search results displays at the bottom of the screen.

Note: For better results, type the full name when possible.

4. Click **Select** beside the appropriate name. A confirmation page is displayed confirming that you wish to make this person your assistant.
5. Click **Confirm**. The My Assistants page displays with your newly added FDM Assistant.

The selected assistant receives an e-mail message indicating that you added them as an assistant to yourself in FDM.



Removing an Existing Assistant

When removing an assistant in FDM, the assistant is only removed as your assistant in FDM. They are not removed from the system.

1. On the My Assistants page, click **Remove** beside the appropriate Assistant's name. A message asking you to confirm the assistant's removal from your list appears.
2. Click **OK** to remove the assistant's name from your list. The Assistant's name is removed from your Assistant's list.

The removed Assistant receives an e-mail message indicating that you removed them as your assistant in FDM.